

Together, for several years now, we have been striving to make our Public Works Department the best it can be.  
And, together, we have made much progress towards this goal.

## Public Works Diversity Action Plan Accomplishments

### Engineering Division

JANUARY - DECEMBER 2006

Mission: To make Tempe the best place to live, work, and play.

Values: **People...****Integrity...****Respect...****Openness...****Creativity...****Quality...****Diversity**

Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>1. Establish Positive and Open Relationships</b>	
Develop Ideas through dialog and discussion	Bi-Weekly meetings are held by each section. Time is reserved for 360 communications to discuss successes and challenges openly before they become conflicts
Open Door Policy	All supervisors maintain an open door policy where accomplishments, concerns or issues may be addressed immediately across sections
Promote team learning by sharing relevant information	Monthly meetings of all staff are held. At each meeting a section is selected to give presentation of the work performed in the respective section. Field visits are incorporated into the meetings.
Reward team efforts and accomplishments	A pizza party was combined with efforts of staff to work together to assemble an additional work area out of the small Engineering conference room. 60Min4U was awarded to the Engineering staff who took it upon themselves to assemble the furniture and fixtures
Acclimate new employees to PW culture	New Public Works employees attended PW101
Take Engineering to the Community to share information	Sept 18, 2006 Andy Goh and Jan Hort updated the Human Relations Commission on Engineering's Suppliers Program Oct 10, 2005 Jan Hort presented Tempe's Engineering and Construction processes to Greater Phoenix Black Chamber Nov. 3, 2006 Andy Goh, Jan Hort, Carol Martsch and Tom Scanlon attended the American Minority Contractor's Association's Annual Awards Banquet.
Successful implementation of PDP	PDP were reviewed and updated as necessary. One on one meetings held by supervisors for individual employees
Work with all intra-city departments to establish processes	Engineering Informational and Technical Services is working with ITD, Water Management and other City departments to establish GIS processes and procedures for the implementation of an Enterprise GIS system
Take time to enjoy each other	Pumpkin carving contest Pie Day Holiday Celebration
<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>2. Promote Cross-training &amp; Mentoring</b>	
Encourage participation in City's mentoring program	Rose Koszck is currently enrolled in the mentoring program
Cross training opportunities	Rose Koszck cross trained in the GIS Tech position Mike Gatewood, Salamatullah Sayeed, and Jerome Guzman cross trained in the survey section Temporary GIS Techs crossed trained on front counter
Provide a supportive environment for learning.	Employees were given opportunities to serve on committees or participate in work assignments outside of their area to increase their knowledge of other work sections and areas. Monique Venegas is serving as a member of a City-wide committee to implement a new training server system

Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>3. Maintain Awareness of Appropriate and Legal</b>	
Qualification Based Selection Evaluation Training was delivered	Evaluation Training for the selection of firms based on the Brooks Act and ARS was provided to all evaluators of the annual professional service short list to assure an equitable, unbiased selection
Maintain a diverse hiring panel to ensure equitable hiring practices	3 Engineering Assoc, 1 Sr. Civil Engineer, 1 Principal Engineer, 1 GIS Analyst, 1 Real Estate Program Coordinator, 2 Engineering Technician, 1 Contract Compliance Auditor, and 1 Contract Services Specialist was hired using a diverse panel.
Project Managers conduct pre-construction meetings	Include various city staff, developers and/or residents, and consultants to assure an all inclusive quality product within required guidelines. (On-going)
Continued Legal Awareness	Section heads meet with the City Attorney monthly and as needed when specific issues or changes occur
<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>4. Continue to promote the mission of</b>	
Encourage staff to participate in training opportunities	Bob Arviso, Mike Gatewood, Robert Malarz, Molly Wickham, Theresa Galindo, Freddie Garcia, Tom Scanlon, David Gans, Rose Koszyk, Stevie Pollins, Troy Wiora, Jan Hort, Jim Gillen, Tom Wilhite, Kent Clayton, Troy Wiora, Monique Venegas took advantage of the City's ITD, TLC and other Professional Organization's training opportunities to better serve Engineering needs. Isaac Chavira, Mike Gatewood, and Monique Venegas are working toward higher educational degrees through the City's tuition reimbursement program Carol Martsch earned certification from the Intern Right-of-way Association as a Registered Senior Right-of-way Agent, 9/1/06
Encourage continuous learning	Information & Technical Services delivers training at meetings: What Does It Mean to Be a Good Coach? What You See is What You Get., Trust Has to be Earned, Strategies for Reducing Stress
<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>5. Be Inclusive</b>	
Train Supervisors/Lead in Leadership Roles and Provide	Supervisors/lead attended Light Duty Training, Aug 24 and Gender Bias Training, Nov 16, 2006
Encourage both incoming and seasoned staff of all levels to	Troy Wiora attended MSTII and MST III Training on Oct 11 and Oct 25, 2006
Representatives, elected to the SEIU and the Tempe Supervisors' Council, are active in the workgroup and within their respective employee organizations.	They regularly solicit input from division employees on a variety of issues being discussed by those groups, including the ongoing development and maintenance of consistent implementation of the Rules and Regulations Updates and reports are given at each sectional 360 meeting. (On-going)
360 Meetings	Sections take turns planning bi-monthly staff meetings
Keep communication open at all levels	Discuss PW Staff meeting agenda at section staff meetings